

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**BOARD ROOM**  
**HEALTH AND HUMAN SERVICES BUILDING**  
**WILLMAR, MINNESOTA**  
**& BY ELECTRONIC MEANS (GOTO MEETING)**

March 15, 2021  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Julie Asmus, Michael O'Brien, Thomas Butterfield, Justin Ask, Vicki Davis, Andrew Plowman, and Audrey Nelsen. Present 8, Absent 1. Council Member Rick Fagerlie was excused from the meeting.

Also present were Police Chief Jim Felt, Finance Director Steve Okins, Fire Chief Frank Hanson, Park and Recreation Director Rob Baumgarn, Public Works Director Sean Christensen, Planning and Development Services Director David Ramstad, Human Resource Director Samantha Beckman, City Planner Sarah Swedburg, City Clerk Judy Thompson, and City Attorney Robert Scott.

Additions/deletions to the agenda included: Council Member Davis added comments regarding Human Resource Director; and Council Member Plowman added Public Comment.

Council Member Plowman moved to approve the agenda, as amended. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

Council Member Davis thanked Human Resource Director Beckman for her hard work and years of service to the City. Mayor Calvin also offered his thanks for her service to the City.

Steve Peppin, Willmar, addressed the Mayor and Council during public comment, regarding clarification on City Administrator search and that all local applications be considered by BakerTilly – desired to have transparency to community and willingness to include the local applications, appreciates the time and effort put forth on this topic; thanked the Mayor, Council, Committee members, staff, and everyone for all the work on the local option sales tax projects – he is excited, grateful and hoping all moves forward.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of March 1, 2021
- ~~B. Willmar Municipal Utilities Commission Minutes of March 8, 2021~~
- C. Park & Recreation Board Minutes of December 16, 2020, January 20, 2021 and February 17, 2021
- D. Accounts Payable Report of February 25 – March 10, 2021
- E. Annual Liquor License Renewals
- F. Civic Center Special Event by On-Sale Liquor License Holder Spring Expo
- G. **Resolution No. 2021-053** Widseth, Smith and Nolting Amendment to Architectural Services - Swansson Field Improvements
- H. Finance Committee Minutes of March 4, 2021
  - 1. **Resolution No. 2021-054** Approve Willmar Township Fire Contract
  - 2. **Resolution No. 2021-055** Approve Community Center Budget Amendment (Pen Pals Grant)
  - 3. **Resolution No. 2021-056** Approve Parks and Recreation Budget Amendment (Tobacco Signage Update)
- I. Labor Relations Minutes of March 9, 2021
- J. Public Works/Safety Committee Minutes of March 11, 2020
  - 1. **Resolution No. 2021-057** Approve Police Department Purchase of Vehicles
  - 2. **Resolution No. 2021-058** Approve Community Development Pickup Purchase
  - 3. **Resolution No. 2021-059** Approve Groundskeeper Purchase
- K. Building Report for February, 2021
- L. Board of Zoning Appeals Minutes of February 23, 2021
- M. Application for EDC Operations Board – Abdullahi Awale
- N. Invest in Willmar Board Minutes of February 10, 2021

Council Member Asmus offered a motion to introduce **Resolution No. 2021-052 Approving Consent Agenda Items**. Council Member O'Brien asked that Item B. be removed for discussion. Council Member Plowman seconded the motion to approve the consent agenda, with the removal of Item B., which carried on a roll call vote of Ayes 7, Noes 0.

Council Member O'Brien inquired about a three to five year plan for the City and Municipal Utilities for street projects. Following discussion, it was decided this item will be placed on a future Public Works/Safety Committee agenda and this was a separate issue not referenced in the minutes of the Municipal Utilities Commission.

Council Member O'Brien then offered a motion to approve Item B. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

City Planner Swedburg presented a request to reinstate an emergency ordinance temporarily exempting signs from the sign ordinance during the COVID-19 emergency. It was noted this ordinance was originally adopted in March 2020, with renewals approved each 60 days per Charter. By approving, this will reinstate an emergency ordinance with identical provisions for another 60 days or until the local peacetime emergency ends, or whichever comes first.

Following discussion, Council Member Nelsen offered a motion to approve staff's recommendation. Council Member Davis seconded the motion which failed, on a roll call vote of Ayes 5, Noes 2. Council Members O'Brien and Butterfield voted "no".

City Attorney Scott noted the Charter requires six affirmative votes for this action to be approved.

Following clarification, Council Member O'Brien offered a motion to re-vote on the above referenced item. Council Member Plowman seconded the motion which carried, on a roll call vote of Ayes 6, Noes 1. Council Member Butterfield voted "no".

City Planner Swedburg presented a request to reinstate an emergency ordinance temporarily allowing commercial use of public property during local peacetime emergency. It was noted this ordinance was originally adopted in May 2020, and staff has updated the emergency ordinance to again allow these provisions in 2021. The emergency ordinance will expire in 60 days or when the local peacetime emergency ends, whichever comes first.

Council Member Plowman offered a motion to adopt, assign a number and order final publication of **Ordinance No. 1459 An Emergency Ordinance Temporarily Permitting Limited Sales of Goods and Delivery of Services Within Public Rights-of-Way and Other City Property During the COVID-19 Local Emergency**. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

Council Member Plowman offered a motion to approve publication of said Ordinance Temporarily Permitting Limited Sales of Goods and Delivery of Services Within Public Rights-of-Way and Other City Property During the COVID-19 Local Emergency by summary due to the length and cost of publishing entire Ordinance. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Council Member Plowman offered a motion to adopt, assign a number and order final publication of **Ordinance No. 1460 An Emergency Ordinance Temporarily Exempting Certain Signs From the Permit and Fee Requirements of Section 5.D.2. of the City of Willmar Zoning Ordinance**. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 6, Noes 1. Council Member Butterfield voted "no".

Council Member Plowman, Chairman of the Public Works/Safety Committee, presented a request to consider approving the plans/specifications and authorize the advertisements for bids for the Invest in Willmar Events and Recreational Center project. Chris Laabs, LSE Architectural firm representative, and Gretchen Otness, Committee Chair, gave a powerpoint presentation for the project.

Following discussion, Council Member Plowman introduced **Resolution No. 2021-060 Approving the Plans/Specifications and Authorize the Advertisements for Bids for the Invest in Willmar Events and Recreational Center Project**. Council Member Ask seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

Mayor Calvin stated the next agenda item is to consider offers or counteroffers for the purchase of a portion of real property identified as Kandiyohi County Parcel No. 95-901-0100. This portion of the meeting will be closed pursuant to Minnesota Statutes, Section 13D.05, subdivision 3(c).

At 8:21 p.m. Council Member Nelsen offered a motion to enter into closed session. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

The meeting was reopened at 9:21 p.m. by Mayor Calvin.

**Resolution No. 2021-061 Approving the Land Exchange Agreement with Willmar Public Schools 347-High School and Lincoln Property, and the Land Use Agreement with Willmar Public Schools 347** was introduced by Council Member Plowman with the following amendment to the agreement stating “in the event the City Council elects, for any reason, to not award a construction contract on this project that the land transfer and use agreement be null and void”. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

Park and Recreation Director Rob Baumgarn gave a powerpoint presentation on the proposed recreation fields project, and recommended the City Council approve the plans/specifications and authorize the advertisements for bids for said project.

**Resolution No. 2021-062 Approving the Plans/Specifications and Authorize the Advertisements for Bids for the Invest in Willmar Recreational Fields Project** was introduced by Council Member Plowman. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 7, Noes 0.

Mayor Calvin offered the following comments: the local boys and girls hockey and basketball teams are doing well; wished members of the wrestling team well at state; he has received many calls from community expressing their appreciation of the Robbins Island improvements.

The upcoming Committee meetings will be as follows: Public Works/Safety Committee – Thursday, March 18th at 4:30 p.m.; Finance Committee – Thursday, March 18th at 5:45 p.m.; Community Development Committee – no meeting scheduled at this time; and Labor Relations Committee – no meeting scheduled at this time.

Council Member Nelsen offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 9:36 p.m.

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/s/ Marv Calvin  
MAYOR

Attest:

\_\_\_\_\_  
/s/ Judy Thompson  
SECRETARY TO THE COUNCIL

**RESOLUTION NO. 2021-052**  
**APPROVING CONSENT AGENDA ITEMS**

Motion By: Asmus

Second By: Plowman

WHEREAS, the City Charter for the City of Willmar requires the City Council approve all Consent Agenda items by resolution.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that all Consent Items of the March 15, 2021 City Council meeting be approved as presented.

Dated this 15th day of March, 2021

/s/ Marv Calvin

MAYOR

Attest:

/s/ Judy Thompson

CITY CLERK

**RESOLUTION NO. 2021-053**

**AUTHORIZATION TO EXECUTE AGREEMENT AMENDMENT WITH WIDSETH, SMITH AND NOLTING  
FOR SWANSSON FIELDS ARCHITECTURAL SERVICES**

Motion By: Asmus

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City Administrator be authorized to enter into an amendment to the agreement between the City of Willmar and Widseth, Smith and Nolting to provide additional architectural services for the Swansson Field Improvements in the not-to-exceed amount of \$15,800.00.

Dated this 15th day of March, 2021

/s/ Marv Calvin

MAYOR

Attest:

/s/ Judy Thompson

CITY CLERK

**RESOLUTION NO. 2021-054**

**A RESOLUTION APPROVING WILLMAR TOWNSHIP FIRE AGREEMENT  
IN THE AMOUNT OF \$31,838.72**

Motion By: Asmus

Second By: Plowman

WHEREAS Willmar Township annually contracts with the City of Willmar Fire Department for fire protection services; and

WHEREAS it is the established practice of the City of Willmar to use a statewide formula to calculate the township cost sharing proposal;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to execute the fire protection agreement with Willmar Township for the period April 1, 2021 through March 31, 2022, in the amount of \$31,838.72.

Dated this 15<sup>th</sup> day of March 2021.

/s/ Marv Calvin

MAYOR

Attest:

/s/ Judy Thompson

CITY CLERK

**RESOLUTION NO. 2021-055**

**RESOLUTION APPROVING THE BUDGET AMENDMENT FOR THE "COMMUNITY PEN PAL" PROGRAM AND  
ACCEPTANCE OF THE GRANT.**

Moved By: Asmus

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar to approve the budget amendment for the "Community Pen Pal" program and acceptance of the grant.

Dated this 15th day of March, 2021

/s/ Marv Calvin

MAYOR

Attest:

/s/ Judy Thompson

CITY CLERK

**RESOLUTION NO. 2021-056**

**RESOLUTION APPROVING THE BUDGET AMENDMENT INCREASE FOR THE AMOUNT OF \$1,000 TO REPLACE THE OUTDATED TOBACCO FREE PARK SIGNS.**

Moved By: Asmus

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar to approve the budget amendment increase for the amount of \$1,000 to replace the outdated tobacco free park signs.

Dated this 15th day of March, 2021

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2021-057**

**A RESOLUTION APPROVING THE PURCHASE OF FOUR FORD POLICE INTERCEPTOR HYBRID SUV'S IN THE AMOUNT OF \$149,355.96.**

Motion By: Asmus

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of four Ford Police Interceptor Hybrid SUV's from Atwater Ford is accepted and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the total amount of \$149,355.96, with up to \$70,644.04 for equipment and upfitting from various vendors.

Dated this 15th day of March, 2021

/s/ Marv Calvin  
Mayor

Attest:

/s/ Judy Thompson  
City Clerk

**RESOLUTION NO. 2021-058**

**AUTHORIZING THE PURCHASE OF A 2021 CHEVROLET SILVERADO PICKUP FROM SCHWIETER'S CHEVROLET FOR THE AMOUNT OF \$28,279.47**

Motion By: Asmus

Second By: Plowman

BE IT RESOLVED, by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of a 2021 Chevrolet Silverado pickup from Schwieter's Chevrolet of Willmar, Minnesota, for the amount of \$28,279.47 is hereby accepted.

Dated this 15<sup>th</sup> day of March, 2021.

/s/ Marv Calvin

MAYOR

ATTEST:

/s/ Judy Thompson

CITY CLERK

**RESOLUTION NO. 2021-059**

**A RESOLUTION APPROVING THE PURCHASE OF A TORO GROUNDSMASTER 5910 IN THE AMOUNT OF \$116,470.06.**

Motion By: Asmus

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a Toro Groundsmaster 5910 from MTI Distributing, Inc. is accepted through State Contract No. 188861 and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the total amount of \$116,470.06.

Dated this 15th day of March, 2021

/s/ Marv Calvin

Mayor

Attest:

/s/ Judy Thompson

City Clerk

**RESOLUTION NO. 2021-060**

**RESOLUTION APPROVING THE PLANS/SPECIFICATIONS AND AUTHORIZE THE ADVERTISEMENTS FOR BIDS FOR THE INVEST IN WILLMAR EVENTS AND RECREATIONAL CENTER PROJECT.**

Motion By: Plowman

Second By: Ask

BE IT RESOLVED by the City Council of the City of Willmar to approve the plans/specifications and authorize the advertisements for bids for the Invest in Willmar Events and Recreational Center project.

Dated this 15th day of March, 2021

/s/ Marv Calvin

MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2021-061**

**RESOLUTION APPROVING THE LAND EXCHANGE AGREEMENT WITH WILLMAR PUBLIC SCHOOLS 347-HIGH SCHOOL AND LINCOLN PROPERTY, AND THE LAND USE AGREEMENT WITH WILLMAR PUBLIC SCHOOLS 347**

Moved By: Plowman Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar to approve the land exchange agreement with Willmar Public Schools 347-High School and Lincoln property and the land use agreement with Willmar Public Schools 347.

Dated this 15th day of March, 2021

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2021-062**

**RESOLUTION APPROVING THE PLANS/SPECIFICATIONS AND AUTHORIZE THE ADVERTISEMENTS FOR BIDS FOR THE INVEST IN WILLMAR RECREATIONAL FIELDS PROJECT**

Motion By: Plowman Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar to approve the plans/specifications and authorize the advertisements for bids for the Invest in Willmar Recreational Fields project.

Dated this 15th day of March, 2021

/s/ Marv Calvin  
MAYOR

Attest:

/s/ Judy Thompson  
CITY CLERK